



FINAL INSPECTION & CERTIFICATE OF OCCUPANCY Requirement Guidelines for Commercial Projects

Development Services Department Building Safety Division

The project owner is responsible for satisfying all requirements indicate below. These guidelines have been developed to assist the owner and the project's designated contractor when calling for final inspections and the Certificate of Occupancy. The inspections will be based on completion of all project details shown on approved plans and the standard "punch list" requirements contained on the following pages of these guidelines. The use of these guidelines will achieve our objective of providing effective Safety and Quality Assurance Services to you, our customer, while assuring completed project construction in accordance with City codes and development objectives.

The requirement guidelines, as noted below, are subject to revisions at any time.

BUILDING SAFETY

1. A pre-construction meeting with the Building Inspector is recommended prior to commencing work to discuss required inspections, tests, and any questions the contractor(s) may have.
2. 24-hour notice is required for inspection requests. Inspections may be requested by calling 520-568-9098, Ext. 209. Request received prior to 3:30 p.m. will be performed the next working day.
3. Any work performed without an inspection may be ordered to be removed and replaced at the contractor's expense.
4. The inspection card copy of the Building Permit shall be posted on the job-site with the Requirements Guide.
5. Approved and stamped copies of all construction plans (building, landscaping, grading and drainage and off-site engineering) shall be kept on-site at all times.

FIRE PREVENTION

1. The Fire Prevention Inspector will visit the construction site shortly after construction commences to introduce himself to the superintendent and to discuss required fire prevention inspections.
2. Building construction shall be completed, including the placement of required fire extinguishers within the building as per approved construction plans and Fire Codes. On-site and adjacent street pavement must be installed prior to final inspection.



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3. All fire protection systems (fire sprinklers, fire alarms, etc.) shall be installed in accordance with approved plans.
 4. All required signage for fire lanes, building identification and graphic directories shall be installed as required on approved plans.

ON-SITE ENGINEERING

1. All on-site improvements and site grading shall be in accordance with approved plans (grading, paving, water and sewer). Any proposed changes shall be brought to the attention of the consulting engineer who prepared the plans and to the City Engineer for review and approval.
2. Any obvious errors in prepared and approved plans shall be reported before constructing a problem
3. Remove all dry-well covers before final inspection.
4. Obtain certified, mylar "as-builts" from the consulting engineer for site grading and other on-site improvements and deliver to the City Engineer prior to requesting final inspection.
5. On site ADA handicap ramps shall be installed per the City of Maricopa Special Provision Policy dated February, 2007.

OFF-SITE CONSTRUCTION ENGINEERING

1. Schedule a pre-construction meeting with the assigned off-site construction inspector prior to commencing work to discuss required inspections, tests, possible plan errors or conflicts, traffic control, and any questions the contractor may have. Call 520-568-9098 to schedule the meeting with the inspector.
2. 24-hour notice is required for inspection requests. At the pre-construction meeting with the assigned inspector, the inspector will provide the contractor with written materials regarding inspection procedures, etc.
3. Requests for inspections outside of normal working hours may be granted but are performed at the additional expense of the requesting party.
4. Any work performed without an inspection may be ordered to be removed and replaced at the contractor's expense.



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5. All traffic control shall be in accordance with the manual on Uniform Traffic Control Devices for Streets and Highways and the City of Maricopa Signing and Striping Policy. Requests for street and traffic lane closures are made by calling 520-568-9098, Ext. 289.
6. Acceptance of completed off-site improvements (asphalt concrete paving, concrete work, water mains, sewer lines, etc.) will not be given until an accurate reproducible, and certified mylar "as-built" has been prepared by the consulting engineer, submitted to and approved by the Construction Engineering Division.
7. Off site ADA handicap ramps shall be installed per City of Maricopa Special Provision Policy dated February, 2007.
8. Signage and striping shall be per the City of Maricopa Signing and Striping Policy dated December, 2005.

UTILITIES

1. All water and sewer connections and installations shall be completely tested and approved by the appropriate utility company (Global, Maricopa Domestic, etc.) including the installation of required cross-connection devices (double-check valves, etc.).

SANITATION

1. All refuse enclosures shall be installed in accordance with approved construction plans as to the location, size, materials, slabs, gates, landscaping, etc.

PLANNING

1. All building construction shall be completed, containing correct building materials and colors. The approved material and color palette shall be maintained on the site along with job site copy of approved construction plans.
2. All parking lot improvements shall be completed, including pavement, on-site lighting, curbing and striping per approved dimensions.
3. All screen walls, including trash enclosures, shall be installed and completed.
4. All approved signs shall be installed at correct locations and with approved materials and colors. All temporary development signs shall be removed.



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5. All roof-mounted mechanical equipment shall be completely screened from view; and all ground-mounted equipment (including electric transformer, etc.) shall be painted to blend with the buildings, or is screened from public view.
6. All interior walkways, pedestrian furniture, on-site lighting and other site features shall be completed.
7. All special site amenities such as outside dining areas, fountains, plazas, etc. shall be installed and completed per approved plans.

LANDSCAPE ARCHITECTURE

1. All landscape materials (trees, shrubs, groundcover, etc.) shall be installed per approved landscape plan; and are in a healthy condition. No deviation from the approved landscape plan is permitted without the prior approval of the City's Planning Department.
2. All trees shall be double-staked per approved plans; with nursery stake removed.
3. All components of the irrigation system shall be installed in the size, quantity and quality as specified on the approved plans.
4. All landscape materials shall be installed in the size, quantity and quality as specified on the approved plans.
5. All site grading (berms or retention areas) shall be installed in accordance with approved landscape and grading plans.
6. All screen walls shall be constructed to the height and locations noted on approved plans and with noted materials and colors.

Once all above noted conditions have been met and approved by Building Safety, Fire Prevention, On and Off-site Construction Engineering, Planning, Landscaping, Utilities and Sanitation, the project owner or designated contractor may initiate a Certificate of Occupancy issuance and utility clearance with the Building Official.